



Maryland Department of Budget & Management

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*Office of the Secretary
Division of Policy Analysis*

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Summary of the Pre-Proposal Conference for Project No.: 050R4800264 Travel Services for State of Maryland Held at: SHA, Office of Traffic & Safety, Hanover, MD On March 4, 2004, 10:00 AM

At approximately 10:05 am William M. Bowser, Procurement Officer for DBM-2004-Audits, convened the Pre-Proposal Conference. Mr. Bowser distributed copies of Questions and Responses #1.

Mr. Bowser introduced Susan Gorleski Contract Manager for the resulting travel contract and Larry Williams, Director of Fleet and Travel Services. Mr. Bowser requested all that had not done so to sign-in on the Pre-proposal Attendee List. Attached to this summary is the Attendee list for this procurement. Mr. Bowser then requested that all questions be held until the Q&A session. Mr. Bowser began the review RFP Sections 1, 2, 4, 5, and RFP Attachments. Mr. Bowser noted several areas of the general terms and conditions and suggested that attendees make sure that they review the State's requirements with all appropriate company personnel including an attorney. After Mr. Bowser completed the review of these sections, he answered questions of a general nature.

Mr. Bowser next reviewed Section 3, Scope of Work. Mr. Bowser stated that each offeror must ensure that the fees they propose are the only payments they would receive from the State for any work.

The Questions and Answers Period immediately followed the review. Attached is Exhibit 1 – Summary of Deferred Questions and Answers or Clarifications. The answers do not change or alter the requirements of the RFP. Some of the questions caused the Department to change its requirements, see Addendum #1.

At the conclusion of the conference, Mr. Bowser stated that a summary of the pre-proposal conference would be e-mailed to all who are known to the Procurement Officer.

Mr. Bowser also stated that a full transcript of the Pre-Proposal Conference is available for a fee by contacting Freestate Reporting Service at 410-974-0947 (Reference 050R4800264). It is up to each attendee to make separate arrangements with the transcription service to obtain a copy if one is desired.

There being no further questions, Mr. Bowser adjourned the conference at about 11:20 am.

< Signed>
William M. Bowser
Procurement Officer

List of Attendees

Pre-Proposal Conference Sign-in Sheet

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State Employees Present

William M. Bowser, Procurement Officer
Susan Gorleski, Contract Manager
Larry Williams
Mary Naramore

Sue Kernan
Sue Phillips
Terri DeLuca

Attendees

Carlson/Wagonlit Travel
(Travel Discounters)
Bruce Hall

Classic Travel Unlimited, Inc.
Steve Taylor

Globetrotter Travel Management Services, Inc.
Ken DeMatteo
Andrew Kahla

Henderson Travel Service
Gaynelle Henderson-Bailey

National Travel, Inc.
Vic Carroll
Ted Lawson

Omega World Travel
Michael Tarr

Travel Destinations Management Group, Inc.
Cindy Coster

Travel On
William Goldstein
Melvin Jacobs

Travel Solutions Group
Patricia Sullivan

Zegato Solutions, Inc.
Stephen Rossetti

